

# St Anthony of Padua Primary School

## Enrolment Form



St Anthony of Padua Primary School is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools (MACS).

**2024 ENROLMENTS CLOSE 23<sup>rd</sup> June 2023**

Please ensure all relevant information is attached to this Enrolment Form when submitting. Please see the Parent/Guardian/Carer documentation checklist at the end of the form. Please refer to the map at the end of this form for zoning restrictions and to our enrolment policy for enrolment criteria. Enrolment Forms together with supporting documentation should be handed into the school office or emailed to [enrolments@sameltonsth.catholic.edu.au](mailto:enrolments@sameltonsth.catholic.edu.au).

### STUDENT ENROLMENT INFORMATION

Surname:		Entry year (please circle):	2023 /2024	Entry level/grade:	
Given Name/s:			Preferred Name:		
Address where student lives:					
Current school family: YES <input type="checkbox"/> NO <input type="checkbox"/>					
Main telephone number:					
Date of birth:		Religion: (include rite)			
Male: <input type="checkbox"/>		Female: <input type="checkbox"/>	Unspecified/Indeterminate/X: <input type="checkbox"/>		
Name and suburb of previous school or kindergarten:					
<p>I/we provide informed and express consent for all relevant health and/or educational information held by the current school/kindergarten, detailed below, to be provided to the new school. I understand that this information will be collected and used by St Anthony of Padua Primary School to inform health and safety management strategies and educational programming for my child.</p> <p><b>Type of information to be provided</b></p> <p>Please provide all information relevant to the student. This may include personalised learning plans and student program, medical reports, specialist notes, information regarding adjustments, Medical Management Plans, attendant care plans, Behaviour Support Plans or safety plans.</p>					
Student Contact (parent/guardian) 1 Name:		SIGNATURE:		Date:	
Student Contact (parent/guardian) 2 Name:		SIGNATURE:		Date:	

### OFFICE USE ONLY

Date received:	Birth certificate attached:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Enrolment approved by:	Aboriginal/ Torres Strait Islander:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Start date:	Interpreter required/ language:		
Student ID:	Class assigned:		
Immunisation history statement attached:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Visa information attached (if relevant): Yes <input type="checkbox"/> No <input type="checkbox"/>

Student Contact 1 (PARENT 1/GUARDIAN 1/CARER 1)					
Title: (Dr/Mr/Mrs/Ms)		Surname:		Given name/s:	
House Number:		Street Name:			
Suburb:			State:		Postcode:
Contact Numbers:	Mobile:		Work:		Other:
Email:					
Relationship to student:					
Government Requirement	Current Occupation:		What is the occupation group? (select from list of occupation groups in the School Family Occupation Index)		
Religion: (include rite)			Nationality: Ethnicity if not born in Australia:		
Country of Birth: <input type="checkbox"/> Australia			<input type="checkbox"/> Other (please specify):		
What is the highest year of primary or secondary school Student Contact 1 (Parent 1/Guardian 1/Carer 1) has completed? (Persons who have never attended secondary school, tick Year 9 or below)					
Year 9 or below <input type="checkbox"/>		Year 10 or equivalent <input type="checkbox"/>		Year 11 or equivalent <input type="checkbox"/>	
				Year 12 or equivalent <input type="checkbox"/>	
What is the level of the highest qualification Student Contact 1 (Parent 1/Guardian 1/Carer 1) has completed?					
No post-school qualification <input type="checkbox"/>		Certificate I to IV (inc trade certificate) <input type="checkbox"/>		Advanced diploma/Diploma <input type="checkbox"/>	
				Bachelor degree or above <input type="checkbox"/>	

Student Contact 2 (PARENT 2/GUARDIAN 2/CARER 2)					
Title: (Dr/Mr/Mrs/Ms)		Surname:		Given name/s:	
House Number:		Street Name:			
Suburb:			State:		Postcode:
Contact Numbers:	Mobile:		Work:		Other:
Email:					
Relationship to student:					
Government Requirement	Current Occupation:		What is the occupation group? (select from list of occupation groups in the School Family Occupation Index)		
Religion: (include rite)			Nationality: Ethnicity if not born in Australia:		

<b>Country of Birth:</b> <input type="checkbox"/> Australia <input type="checkbox"/> Other ( <i>please specify</i> ):			
<b>What is the highest year of primary or secondary school Student Contact 2 (Parent 2/Guardian 2/Carer 2) has completed?</b> ( <i>Persons who have never attended secondary school, tick Year 9 or below</i> )			
Year 9 or below <input type="checkbox"/>	Year 10 or equivalent <input type="checkbox"/>	Year 11 or equivalent <input type="checkbox"/>	Year 12 or equivalent <input type="checkbox"/>
<b>What is the level of the highest qualification Student Contact 2 (Parent 2/Guardian 2/Carer 2) has completed?</b>			
No post-school qualification <input type="checkbox"/>	Certificate I to IV ( <i>inc trade certificate</i> ) <input type="checkbox"/>	Advanced diploma/Diploma <input type="checkbox"/>	Bachelor degree or above <input type="checkbox"/>

EMERGENCY CONTACTS – (*OTHER THAN PARENT/GUARDIAN/CARER)	
<b>Given Name:</b> <b>Last Name:</b>	<b>Given Name:</b> <b>Last Name:</b>
<b>Relationship to Student:</b>	<b>Relationship to Student:</b>
<b>Mobile:</b>	<b>Mobile:</b>

NATIONALITY AND CITIZENSHIP		
<b>Government Requirement</b>	<b>Nationality:</b>	<b>Ethnicity:</b>
<b>In which country was the student born?</b> <input type="checkbox"/> Australia <input type="checkbox"/> Other ( <i>please specify</i> ):		
<b>First school day in Australia:</b>		
<b>Date of arrival in Australia OR Date of return to Australia:</b>		
<b>What is the residential status of the student?</b> <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary		
<b>Evidence of Australian Residency:</b> <input type="checkbox"/> Australian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Eligible for Australian Passport <input type="checkbox"/> Temporary Resident <input type="checkbox"/> Other/Visitor/Overseas Student		
<b>Visa sub class:</b>		<b>Visa expiry date:</b>
<b>* Please attach Visa/ImmiCard/letter of notification and passport photo page</b>		

### LANGUAGES SPOKEN AT HOME

Does the student or their student contacts (parent(s)/guardian(s)) speak a language other than English at home? *Note: Record all languages spoken.*

		Student	Student Contact 1 (Parent1/Guardian)	Student Contact 2 (Parent2/Guardian)
No	English only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	Other – <i>please specify all languages</i>			

### IS THE STUDENT OF ABORIGINAL OR TORRES STRAIT ISLANDER ORIGIN?

(FOR PERSONS OF BOTH ABORIGINAL AND TORRES STRAIT ISLANDER ORIGIN, TICK 'YES' FOR BOTH)

No  Yes, Aboriginal  Yes, Torres Strait Islander

### SACRAMENTAL INFORMATION

Baptism	Date:	Parish:	
Reconciliation	Date:	Parish:	
Eucharist	Date:	Parish:	
Confirmation	Date:	Parish:	
Parish where the student lives:			

### COURT ORDERS OR PARENTING ORDERS (if applicable)

Are there any current court orders or parenting orders relating to the student? Yes  No

*If yes, copies of these court orders/parenting orders (e.g. AVOs, Family Court/Federal Magistrates Court orders or other relevant court orders) must be provided.*

Is there any other information you wish the school to be aware of?

### HOME CARE ARRANGEMENTS

<input type="checkbox"/> Living with immediate family	<input type="checkbox"/> Out-of-home care
<input type="checkbox"/> Guardian/Carer	<input type="checkbox"/> Shared parenting, e.g. one week with each parent: Days with Parent 1/Guardian 1/Carer 1: Days with Parent 2/Guardian 2/Carer 2:
<input type="checkbox"/> Kinship care	<input type="checkbox"/> Other (please specify)

**MEDICAL INFORMATION**

Doctor's name:

Doctor's address:

Telephone:

Medicare number:

Ref number:

Expiry:

Private health insurance:

Yes No 

Fund:

Number:

Ambulance cover:

Yes No 

Number:

Health Care Card:

Yes No 

Health Care Card No:

Expiry:

**Medical condition:**

Please specify any relevant medical conditions for the student, e.g. asthma, diabetes, anaphylaxis, and/or any medications prescribed for the student.

A Medical Management Plan signed by a relevant medical practitioner (doctor/nurse) will be required for each of the medical conditions listed.

Please list specific details for any known allergies that do not lead to anaphylaxis, e.g. hay fever, rye grass, animal fur.

Has the student been diagnosed as being at risk of anaphylaxis?

Yes No 

If yes, does the student have an EpiPen or Anapen?

Yes No **IMMUNISATION (please attach an immunisation history statement)**

All vaccines are recorded on the Australian Immunisation Register (AIR). You are required to obtain an immunisation history statement (visit [myGov](https://www.myGov)) and provide it to the school with this enrolment form.

Immunisation history statement attached:

Yes No 

If no, please provide explanation:

If the student entered Australia on a humanitarian visa, did they receive a refugee health check?

Yes No

To meet duty of care obligations and facilitate the smooth transition of your child into the school, please provide all required information. This will assist the school to implement appropriate adjustments and strategies to meet the particular needs of your child. If the information is not provided or is incomplete, incorrect or misleading, current or ongoing enrolment may be reviewed.

### ADDITIONAL NEEDS

Is your child eligible or currently receiving National Disability Insurance Scheme (NDIS) support? Yes  No

**Does your child present with:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> autism (ASD)                                    | <input type="checkbox"/> behavioural concerns  | <input type="checkbox"/> hearing impairment                        |
| <input type="checkbox"/> intellectual disability/<br>developmental delay | <input type="checkbox"/> mental health issues  | <input type="checkbox"/> oral language/communication difficulties  |
| <input type="checkbox"/> ADD/ADHD  | <input type="checkbox"/> acquired brain injury | <input type="checkbox"/> vision impairment                         |
| <input type="checkbox"/> giftedness                                      | <input type="checkbox"/> physical impairment   | <input type="checkbox"/> other condition ( <i>please specify</i> ) |

**Has your child ever seen a:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> paediatrician           | <input type="checkbox"/> physiotherapist        | <input type="checkbox"/> audiologist                                |
| <input type="checkbox"/> psychologist/counsellor | <input type="checkbox"/> occupational therapist | <input type="checkbox"/> speech pathologist                         |
| <input type="checkbox"/> psychiatrist            | <input type="checkbox"/> continence nurse       | <input type="checkbox"/> other specialist ( <i>please specify</i> ) |

Have you attached all relevant information and reports? Yes  No

### YOUNGER SIBLINGS

List all children in the family that are younger than the applicant:


### FEES AND LEVIES

Details of fee payer/s?

Surname	First name	email	Telephone	Relationship to the student

Please note that the completion, signing and lodgement of this enrolment form is a pre-requisite for consideration of the enrolment of your child at the School, however it does not guarantee enrolment. The enrolment is formalised after the Enrolment Agreement is signed, following an offer for enrolment being made by the School. Please refer to the Terms and Conditions of the Enrolment Agreement for further details and explanation of the terms and conditions that will apply to enrolment at the School, once offered and accepted.

<b>Student Contact 1</b> <b>PARENT 1/GUARDIAN 1/</b> <b>CARER 1 SIGNATURE:</b>	Date:
<b>Student Contact 2</b> <b>PARENT 2 /GUARDIAN 2/</b> <b>CARER 2 SIGNATURE:</b>	Date:

**Note:** The Victorian Government provides the following guidance regarding admission requirements:

**Consent**

The signature of:

- parent as defined in the *Family Law Act 1975*
  - Note: In the absence of a current court order, each parent of a child who is not 18 has equal parental responsibility.
- both parents for parents who are separated, or a copy of the court order with any impact on the relationship between the family and the school
- an informal carer, with a statutory declaration. Carers:
  - may be a relative or other carer
  - have day-to-day care of the student with the student regularly living with them
  - may provide any other consent required e.g. excursions.

Notes for informal carer:

- statutory declarations apply for 12 months
- the wishes of a parent prevail in the event of a dispute between a parent legally responsible for a student and an informal carer.

**Disclaimer:** Personal information will be held, used and disclosed in accordance with the school's Privacy Collection Notice and Privacy Policy enclosed with this Enrolment Pack and available on its website <https://www.sameltonsth.catholic.edu.au/>

## PARENT/GUARDIAN/CARER DOCUMENTATION CHECKLIST

Please ensure that the following documents are attached to the Enrolment Application form  
(as applicable to your child):

<input type="checkbox"/>	Birth certificate
<input type="checkbox"/>	Immunisation history statement
<input type="checkbox"/>	Baptism certificate
<input type="checkbox"/>	Proof of address
<input type="checkbox"/>	Consent to contact previous school or preschool
<input type="checkbox"/>	Australian passport or naturalisation certificate number/document for travel if country of birth is not Australia
<input type="checkbox"/>	Visa information – visa grant notice/ImmiCard/letter of notification and passport photo page
<input type="checkbox"/>	Current school report (applies for Year 1 to Year 6 applications)
<input type="checkbox"/>	Medical Management Plan signed by a relevant medical practitioner
<input type="checkbox"/>	All relevant information and reports concerning additional needs of your child
<input type="checkbox"/>	Any current court orders or parenting orders relating your child
<input type="checkbox"/>	Any additional information you wish the school to be aware of

## VIRTUAL SCHOOL TOUR

Please scan the code below:



Responsible director	Director, Learning and Regional Services
Policy owner	General Manager, Learning Diversity
Approving authority	Director, Learning and Regional Services
Approval date	28 October 2022
Risk rating	High
Date of next review	October 2024

POLICY DATABASE INFORMATION	
Related documents	Enrolment Policy
Superseded documents	Enrolment Form –v1.0–2021
New policy	



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**Please select the appropriate group from the following list.**

### Group N: Unemployed for more than 12 months

If you are not currently in paid work but **have had a job in the last 12 months**, or have retired in the last 12 months, please **use your last occupation** to select from the list. If you have not been in paid work for the last 12 months, enter 'N' into the 'occupation code' field on the enrolment form.

### Occupation Group A: Elected officials, Senior executives/managers, management in large business organisations, government administration and defence, and qualified professionals

#### Elected officials

- Mayor, parliamentarian, alderperson, trade union secretary, board member

#### Senior executives/managers, management in large business organisations

- Senior executive/manager/department head** in industry, commerce, media or other large organisations
- Other administrator** (school principal, faculty head/dean, library/museum/gallery director, research facility director)
- Business** (e.g. chief executive, managing director, company secretary, finance director, chief accountant, personnel/industrial relations manager, research and development manager)
- Media** (e.g. newspaper editor, film/television/radio/stage producer/director/manager)

#### Government administration

- Public sector manager** (e.g. public service manager (section head or above), regional director, hospital/health services education)
- Defence Forces commissioned officer**

**Qualified professionals** – generally have a degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; teach others

- Health** (e.g. GP or specialist, registered nurse, dentist, pharmacist, optometrist, physiotherapist, chiropractor, veterinarian, psychologist, therapy professional, radiographer, podiatrist, dietician)
- Education** (e.g. school teacher, university lecturer, professor, VET, special education)
- Law** (e.g. judge, magistrate, barrister, coroner, solicitor, lawyer, legal officer)
- Social** (e.g. social/welfare/community worker, counsellor, minister of religion, urban/rural planner, sociologist, librarian, records manager, archivist, interpreter/translator)
- Engineering** (e.g. architect, surveyor, chemical/civil/electrical/mechanical/mining/other engineer)
- Science** (e.g. geologist, meteorologist, metallurgist, other scientist)
- Computing** (e.g. IT services manager, computer systems designer/manager, software engineer, systems/applications programmer)
- Business** (e.g. management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer, economist)
- Air/sea transport** (e.g. aircraft pilot, flight officer, flying instructor, air traffic controller, ship's captain/officer/pilot)

### Occupation Group B: Other business owners/managers, arts/media/ sportspersons and associate professionals

#### Business owner/manager/professionals

- Farm/business owner/manager** (e.g. crop and/or livestock farmer/farm manager, stock and station agent, building/construction, manufacturing, mining, wholesale, import/export, transport business manager)
- Specialist manager** (e.g. works manager, engineering/production manager, sales/marketing manager, purchasing manager, supply/shipping manager, customer service manager, property manager, real estate manager, advertising, public relations manager, human resource manager, call or contact centre manager, human resource professionals)
- Financial services manager** (e.g. bank manager, finance/investment/insurance broker/advisor, credit/loans officer)
- Retail sales/services manager** (e.g. shop, post office, café/restaurant, club, other hospitality, real estate agency, travel agency, betting agency, petrol station, hotel/motel/caravan park, sports centre, theatre, cinema, gallery, car rental, car/fleet/station manager, retail services manager)

#### Arts/media/sportspersons

- Artist/writer/media** (e.g. editor, journalist, writer/author, media presenter, photographer, designer, illustrator, musician, actor, dancer, painter, potter, sculptor, proofreader, graphic designer, web designer)
- Sports** (e.g. sportsperson, coach, trainer, sports official)

**Associate professionals** – generally have diploma/technical qualifications and provide support to managers and professionals

- Medical, science, architectural, building, surveying, engineering, computer technician/associate professional**
- Health/social welfare** (e.g. enrolled nurse, community health worker, paramedic/ambulance officer, massage therapist, welfare/parole officer, youth worker, dental hygienist/technician)
- Law** (e.g. police officer, prison officer, government inspector, examiner or assessor, occupational/ environmental health officer, security advisor, private investigator, debt collector, law clerk, court officer, bailiff)
- Business/administration** (e.g. recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/business manager, project manager/administrator, mail supervisor, other managing supervisor, management and organisation analyst, contract, program)
- Defence Forces** (e.g. senior non-commissioned officer)
- Other** (e.g. library assistant, museum/gallery technician, research assistant, proofreader)

## Occupation Group C: Tradespeople, clerks and skilled office, sales, carer and service staff

**Tradespeople** – generally have completed a four-year trade certificate, usually by apprenticeship. All tradespeople are included in this group.

- Trades** (e.g. metal fitter/machinist, electrician, plumber, welder, cabinet maker, carpenter, joiner, plasterer, tiler, stonemason, painter, decorator, butcher, pastry cook, panel beater, fitter, toolmaker, aircraft engineer, mechanic, chef/cook, hairdresser)

### Advanced/intermediate clerical, office, sales, carer and service staff

- Clerk** (e.g. bookkeeper, bank clerk, post office clerk, statistical/actuarial clerk, accounts/claims/audit/payroll clerk, personnel records clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/supply/logistics/order clerk, freight/transport/shipping clerk/despatcher, bond clerk, customs agent/clerk, customer inquiry/complaints/service clerk, hospital admissions clerk)
- Office** (e.g. secretary, personal assistant, desktop publishing operator, switchboard operator)
- Sales** (e.g. company sales representative (goods and services), auctioneer, insurance agent/assessor/loss adjuster, market researcher, real estate agent)
- Carer** (e.g. aged/disability/refuge/welfare support worker, child care assistant, nanny, nursing support)
- Service** (e.g. meter reader, parking inspector, postal worker, travel agent, tour guide, flight attendant, fitness instructor, inspector, regulatory officer)

## Occupation Group D: Machine operators, sales/office/service/hospitality staff, assistants, labourers and related workers

### Drivers, mobile plant, production/processing machinery and other machinery operators

- Driver or mobile plant operator** (e.g. car/taxi/truck/bus/tram/train driver, driving instructor, courier/deliverer, forklift driver, street sweeper driver, garbage collector, bulldozer/loader/grader/excavator operator, farm/horticulture/forestry machinery operator)
- Production/processing machine operator** (e.g. engineering, chemical, petroleum, gas, water, sewerage, cement, plastics, rubber, textile, footwear, wood, paper, glass, clay, stone, concrete, production/processing machine operator)
- Other Machine operator** (e.g. photographic developer/printer, industrial spray painter, boiler/air-conditioning/refrigeration plant, railway signals/points, crane/hoist/lift/bulk materials handling machinery, driller, miner)

### Sales, office, hospitality and other assistants

- Sales staff** (e.g. sales assistant, motor vehicle/caravan/parts salesperson, sales representative, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, sales demonstrator, shelf stacker)
- Office staff** (e.g. typist, word processing/data entry/business machine operator, receptionist, office assistant, general clerk)
- Hospitality staff** (e.g. hotel service supervisor, receptionist, waiter, bar attendant, barista, kitchenhand, fast food cook, usher, porter, housekeeper)
- Assistant/aide** (e.g. trades assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, home helper, salon assistant, animal attendant)

### Labourers and related workers

- Defence Forces** (other ranks (below senior NCO) without trade qualification not included above)
- Agriculture, horticulture, forestry, fishing, mining worker** (e.g. farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nursery worker, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)
- Other worker** (e.g. labourer, factory hand, storeperson, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor, security office)

Responsible director	Director, Learning and Regional Services
Policy owner	General Manager, Learning Diversity
Approving authority	Director, Learning and Regional Services
Approval date	28 October 2022
Risk Rating	High
Date of next review	October 2024

POLICY DATABASE INFORMATION	
Assigned Framework	Enrolment
Related documents	
Superseded documents	School Family Occupation Index Parent Occupation Groups –v1.0 – 2021
New policy	

# St Anthony of Padua Primary School

## Standard Collection Notice



### Collection of personal information

1. The school collects personal information, including sensitive information about students and parents/guardians/carers and family members before and during the course of a student's enrolment at the school. This may be in writing, through technology systems or in the course of conversations and may be direct from the individual or from another source. The primary purpose of collecting this information is to enable the school, Melbourne Archdiocese Catholic Schools Ltd (MACS) and the Catholic Education Commission of Victoria Ltd (CECV) to meet educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the school.
2. Some of the information the school collects is to satisfy the school's legal obligations in relation to discharging its duty of care, and to satisfy the legal obligations of the school's governing authority, MACS.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant education Acts and public health and child protection and immigration laws.
4. Health information about students, which includes information about any disability as defined by the *Disability Discrimination Act 1992* (Cth), is sensitive information within the terms of the Australian Privacy Principles under the *Privacy Act 1988* (Cth). The school may require medical reports about students from time to time and may otherwise collect sensitive information about students and their families.

### Consequences if information is not collected

5. If any personal information requested by the school is not provided, the main consequences for the individual if all or some of the personal information is not collected by the school, is that it may affect the school's ability to enrol a student, respond to enquiries, provide the student with educational and support services or allow a person to visit the school.

### Use and disclosure of personal information

6. The school may disclose personal and sensitive information for administrative, educational and student support purposes, or may permit the information to be directly collected by third parties. Other entities, bodies or persons to which the school usually discloses personal information of the kind collected by the school include:
  - i. school service providers such as MACS, the CECV, school governing bodies and other dioceses
  - ii. third-party service providers that provide online educational and assessment support services, document and data management services, training and support services, hosting services, and software-as-a-service applications – for example, the Integrated Catholic Online Network (ICON), Google G Suite, and the Victorian Curriculum and Assessment Authority (VCAA)
  - iii. MACS and the CECV to discharge responsibilities under the Australian Education Regulation 2013 and the *Australian Education Act 2013* (Cth) relating to visa sub-classes, students with a disability, including audit processes and Nationally Consistent Collection of Data (NCCD) quality assurance processes
  - iv. MACS and the CECV to support the school by undertaking assessments of students for the purpose of educational programming or external providers of health services such as counsellors, psychologists, school nursing services, dental vans. Specific consent is obtained to collect and disclose sensitive information and health information if it is required as part of a service request, which may include release of relevant medical or allied health reports, educational planning and evaluation documents such as personalised learning/behaviour/medical management plans
  - v. MACS and the CECV to support the training of selected staff in the use of school systems, such as ICON and ROSAE

- vi. another school to facilitate the transfer of a student
  - vii. federal and state government departments and agencies acting on behalf of the government for compliance or audit purposes, or data collections, for example February and August census processes and census audits, NAPLAN, Australian Early Development Census
  - viii. people and organisations providing instructional services such as sports coaches, external training services, guest speakers, volunteers, counsellors and providers of learning and teaching consultancy support and student assessment services
  - ix. assessment and educational authorities, including the VCAA and the Australian Curriculum, Assessment and Reporting Authority (ACARA)
  - x. people providing administrative and financial services to the school
  - xi. anyone parents/guardians/carers authorise the school to disclose information to
  - xii. anyone to whom the school is required or authorised to disclose the information by law, including under the Child Information Sharing Scheme (CISS) and the Family Violence Information Sharing Scheme (FVISS) child protection and mandatory reporting laws.
7. The school is required by the *Australian Education Regulation 2013* (Cth) and the *Australian Education Act 2013* (Cth) (AE Act) to collect and disclose certain information to inform the Students with Disability (SwD) loading via the NCCD. The school provides the required information at an individual student level to MACS and the CECV, as an approved authority. Approved authorities must comply with reporting, record-keeping and data quality assurance and audit obligations under the AE Act. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify any student.
  8. Personal information collected from students is regularly disclosed to their parents/guardians/carers.
  9. If a parent/guardian/carer makes an enrolment application to another school, personal information including health information provided during the application stage may be collected from, or shared with, the other school.
  10. The school may disclose limited personal information to the school parish to facilitate religious and sacramental programs, and other activities such as fundraising.
  11. The school may engage in fundraising activities. Information received from parents/guardians/carers may be used to make an appeal to the parent/guardian/carer. The information may be disclosed to organisations that assist in the school's fundraising activities solely for that purpose. The school will not disclose personal information to third parties for marketing purposes without parent/guardian/carer consent.
  12. On occasion, information such as academic and sporting achievements, student activities and similar news is published in school newsletters and magazines, on the school intranet and on the school website. This may include photographs and videos of student activities such as sporting events, school camps and school excursions. The school will obtain permission from the student's parent/guardian/carer and from the student if appropriate, prior to publication to enable the school to include such photographs or videos, or other identifying material, in the promotional material or otherwise make this material available to the public. The school may obtain permission annually, or as part of the enrolment process. Permission obtained at enrolment may apply for the duration of the student's enrolment at the school unless the school is notified otherwise. Annually, the school will remind parents/guardians/carers to notify the school if they wish to vary the permission previously provided. The school may include student and parent/guardian/carer contact details in a class list and school directory.
  13. The school may use online or cloud service providers to store personal information and to provide services to the school that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's servers which may be situated outside Australia.

## Access to personal information

14. The school's Privacy Policy, accessible on the school's website, contains information about how parents/guardians/carers or students may access personal information about them that is held by the school and seek the correction of such information.

## Disclosure to overseas recipients

15. The school may disclose personal information about an individual to overseas recipients to facilitate for example, a school exchange or a student overseas tour.
16. Where personal information is held by a cloud computing service provider on behalf of the school for educational and administrative purposes, it may be stored on servers located within or outside Australia.
17. The countries in which the servers of cloud service providers and other third party service providers are located may include Australia and the USA.
18. Otherwise, it is not practicable to specify in this notice the countries in which overseas recipients of personal information are likely to be located.

## Complaints

19. The school's Privacy Policy contains information about how parents/guardians/carers and students may complain about a breach of the Australian Privacy Principles and how the school will deal with such a complaint.

## Details of the school

20. The school and its contact details are:

### **St Anthony of Padua Primary School**

Wilson Road

MELTON SOUTH VIC 3338

8099 7800

office@sameltonsth.catholic.edu.au

This Privacy Policy sets out how the school manages personal information provided to or collected by it.

The school is bound by the Australian Privacy Principles (APPs) contained in the *Commonwealth Privacy Act 1988* (Privacy Act). In relation to health records, the school is also bound by the *Health Records Act 2001* (Vic.) (Health Records Act) and the Health Privacy Principles in that Act.

The school may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the school's operations and practices and to make sure it remains appropriate to the changing school environment.

### What kinds of personal information does the school collect and hold?

The school collects and holds personal information, including health and other sensitive information, about: students before, during and after the course of a student's enrolment at the school including: name, contact details (including next of kin), date of birth, gender, language background, previous school and religion, medical and welfare information (e.g. details of disability and/or allergies, and details of any assistance the student receives in relation to those disabilities, medical reports, cognitive assessments, names of doctors), visa documentation for students not born in Australia or who are not Australian citizens conduct and complaint records, or other behaviour notes, school attendance and school reports, information about referrals to government welfare agencies information obtained during counselling any court orders photos and videos at school events.

Parents/guardians/carers of students including:

- name, address and contact details
- education, occupation and language background
- health fund details and Medicare number
- any court orders
- volunteer information (including Working with Children Check).

job applicants, staff members, volunteers and contractors, including:

- name, contact details (including next of kin), date of birth and religion
- information on job application
- information provided by a former employer or a referee
- professional development history
- salary and payment information, including superannuation details
- medical information (e.g. details of disability and/or allergies and medical certificates)
- complaint records and investigation reports
- employee records
- photos and videos at school events
- workplace surveillance information
- vaccination certificates

Working With Children Checks/ VIT (Victorian Institute of Teaching  
Police Checks

work emails and private emails (when using work email address) and internet browsing history.

other people who come into contact with the school, including name and contact details and any other information necessary for the particular contact with the school.

### Exception in relation to employee records

Under the Privacy Act, the Australian Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the school's treatment of an employee record where the treatment is directly related to a current or former employment relationship between the school and employee. The school handles staff health records in accordance with the Health Privacy Principles in the *Health Records Act 2001* (Vic.).

## How will the school collect and hold personal information?

### Personal information provided

The school will generally collect personal information held about an individual by way of:

forms filled out by parents/guardians/carers or students

face-to-face meetings and interviews

emails and telephone calls

through the school's online portal – Operoo

On occasion, people other than parents/guardians/carers and students, such as job applicants and contractors, provide personal information to the school.

### Personal information provided by other people

In some circumstances the school may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school. The type of information the school may collect from another school may include:

academic records and/or achievement levels

information that may be relevant to assisting the new school to meet the needs of the student, including any adjustments.

### Anonymity

The school needs to be able to identify individuals with whom it interacts and to collect identifiable information about them to facilitate the delivery of schooling to its students and its educational and support services, conduct the job application process and fulfil other obligations and processes. However, in some limited circumstances some activities and interactions with the school may be done anonymously where practicable, which may include making an inquiry, complaint or providing feedback.

### Holding personal information

The school's approach to holding personal information is to ensure that it is stored securely and that access is provided only to persons who need such access. Depending on the nature of the personal information, it may be stored in locked rooms or cabinets (in the case of paper records), on secure digital devices or on the school computer systems with appropriate password protection.

## How will the school use the personal information you provide?

The school will use personal information it collects from parents/guardians/carers for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected or consented to, by parents/guardians/carers.

### Students and parents/guardians/carers

In relation to the personal information of students and parents/guardians/carers, the school's primary purpose of collection is to enable the school to provide schooling to students enrolled at the school (including educational and support services for the student), exercise its duty of care and perform necessary associated administrative activities which will enable students to take part in all the activities of the school. This includes satisfying the needs of parents/guardians/carers, the needs of the student and the needs of the school throughout the whole period the student is enrolled at the school.

In particular, the purposes for which the school uses the personal information of students and parents/guardians/carers include:

to keep parents/guardians/carers informed about matters related to their child's schooling, through correspondence, newsletters and magazines

day-to-day administration of the school

looking after students' educational, social and medical wellbeing

seeking donations and marketing for the school

to satisfy the school's legal obligations to discharge its duty of care

to satisfy the legal obligations of the school's governing authority – Melbourne Archdiocese Catholic Schools Ltd (MACS) and the Catholic Education Commission of Victoria Ltd (CECV)

to satisfy the school service providers' legal obligations.



In some cases where the school requests personal information about a student or parent/guardian/carer, if the information requested is not provided, the school may not be able to enrol or continue the enrolment of the student or permit the student to take part in a particular activity.

### **Job applicants and contractors**

In relation to the personal information of job applicants and contractors, the school's primary purpose of collection is to assess and (if successful) engage the applicant, or contractor, as the case may be.

The purposes for which the school uses the personal information of job applicants and contractors include:  
administering the individual's employment or contract, as the case may be  
for insurance purposes  
seeking donations and marketing for the school  
satisfying the school's legal obligations, for example, in relation to child protection.

### **Volunteers**

The school also obtains personal information about volunteers who assist the school in its functions or conduct associated activities, such as assisting with excursions, helping in classrooms, volunteering at community events, working bees or sports days.

The purposes for which the school uses the personal information of volunteers includes:  
enabling the school to manage the engagement process of volunteers  
for insurance purposes  
satisfying the school's legal obligations, for example, in relation to child protection  
to confirm their suitability and to manage their visits.

### **Counsellors**

The school contracts with external providers to provide counselling and/or psychology services for some students. The principal may require the counsellor and/or psychologist to inform him or her or other teachers of any issues the principal and the counsellor and/or psychologist believe may be necessary for the school to know for the wellbeing or development of the student who is counselled or other students at the school.

### **Parish**

The school will not disclose any personal information to the school parish to facilitate religious and sacramental programs, or other activities such as fundraising, without consent.

### **Marketing and fundraising**

The school treats marketing and seeking donations for the future growth and development of the school as an important part of ensuring that the school continues to provide a quality learning environment in which both students and staff thrive. Personal information held by the school may be disclosed to organisations that assist in the school's fundraising, for example, the school's foundation or alumni organisation, or on occasion, external fundraising organisations.

Parents/guardians/carers, staff, contractors and other members of the wider school community may from time to time receive fundraising information. School publications, like newsletters and magazines, which include personal information and sometimes people's images, may be used for marketing purposes.

## **Who might the school disclose personal information to?**

The school may disclose personal information, including sensitive information, held about an individual for educational, administrative and support purposes. This may include to:

school service providers which provide educational, support and health services to the school, either at the school or off campus

people providing educational support such as sports coaches, volunteers, counsellors, sports coaches and providers of learning and assessment tools

third party service providers that provide online educational and assessment support services, document and data management services, training and support services, hosting services, and software-as-a-service applications, such as the Integrated Catholic Online Network (ICON) and Google G Suite

authorised agencies and organisations to enable the school to discharge its responsibilities, e.g. under the Australian



Education Regulation 2013 (Regulation) and the *Australian Education Act 2013* (Cth) relating to students with a disability, including Nationally Consistent Collection of Data (NCCD) quality assurance processes, participation in the Australian Early Development Census (AEDC) and government audits

authorised organisations and persons who support the school by providing consultative services or undertaking assessments for the purpose of educational programming or providers of health services such as counsellors, psychologists, school nursing services, dental vans. Specific consent is obtained to collect and disclose this type of sensitive and health information as part of a service request which may include release of relevant medical or allied health reports, educational planning and evaluation documents such as personalised learning/behaviour/medical management plans

other third parties which the school uses to support or enhance the educational or pastoral care services for its students or to facilitate communications with parents/guardians/carers

support the training of selected staff in the use of the school's systems, such as ICON and ROSAE

another school including to its teachers to facilitate the transfer of a student

federal and state government departments and/or agencies engaged by them

health service providers

recipients of school publications, such as newsletters and magazines

students/parents/guardians/carers and their emergency contacts

assessment and educational authorities including the Victorian Curriculum and Assessment Authority (VCAA) and the Australian Curriculum, Assessment and Reporting Authority (ACARA)

anyone to whom the parent/guardian/carer authorises the school to disclose information

anyone to whom the school is required or authorised to disclose the information by law, including under child protection and information sharing laws.

### **Nationally Consistent Collection of Data on School Students with Disability**

The school is required by the Australian Education Regulation 2013 (Cth) and *Australian Education Act 2013* (Cth) to collect and disclose certain information to inform the Students with a Disability (SwD) loading via the NCCD. The school provides the required information at an individual student level to an approved authority. Approved authorities must comply with reporting, record-keeping and data quality assurance obligations under the NCCD. Student information provided to the federal government for the purpose of the NCCD does not explicitly identify any student.

### **Sending and storing information overseas**

The school may disclose personal information about an individual to overseas recipients, for instance, to facilitate a school exchange or a student overseas tour. However, the school will not send personal information about an individual outside Australia without either:

- obtaining the consent of the individual
- otherwise complying with the Australian Privacy Principles or other applicable privacy legislation.

The school may from time to time use the services of third-party online service providers (including for the delivery of services and third-party online applications, or apps relating to email, instant messaging and education and assessment, such as Google G Suite and Gmail) which may be accessible by the parent/guardian/carer. Some personal information, including sensitive information, may be collected and processed or stored by these providers in connection with these services. These online service providers may be located in or outside Australia.

School personnel and the school's service providers may have the ability to access, monitor, use or disclose emails, communications (e.g. instant messaging), documents and associated administrative data for the purposes of administering the system and services ensuring their proper use.

The school makes reasonable efforts to be satisfied about the security of any personal information that may be collected, processed and stored outside Australia, in connection with any cloud and third-party services and will endeavour to ensure the cloud is located in countries with substantially similar protections as the Australian Privacy Principles.

The countries in which the servers of cloud service providers and other third-party service providers are located may include Australia and the USA.

Where personal and sensitive information is retained by a cloud service provider on behalf of the school to facilitate human resources and staff administrative support, this information may be stored on servers located in or outside of Australia.

Otherwise, it is not practicable to specify in this policy the countries in which overseas recipients of personal information are likely to be located.

## **How does the school treat sensitive information?**

In referring to sensitive information, the school means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, philosophical beliefs, sexual orientation or practices or criminal record, that is also personal information; health information and biometric information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless the parent/guardian/carer agrees otherwise, or the use or disclosure of the sensitive information is allowed by law.

## **Management and security of personal information**

The school's staff are required to respect the confidentiality of students' and parents/guardians/carers' personal information and the privacy of individuals.

The school has in place steps to protect the personal information the school holds from misuse, interference and loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records. This includes responding to any incidents which may affect the security of the personal information it holds. If the school assesses that anyone whose information is affected by such a breach is likely to suffer serious harm as a result, we will notify them and the Office of the Australian Information Commissioner of the breach.

## **Access and correction of personal information**

Under the Privacy Act and the Health Records Act, an individual has the right to seek and obtain access to any personal information and health records respectively which the school holds about them and to advise the school of any perceived inaccuracy. Students will generally be able to access and update their personal information through their parents/guardians/carers, but older students may seek access and correction themselves. There are some exceptions to the access rights set out in the applicable legislation.

To make a request to access or to update any personal information the school holds about parents/guardians/carer or children, please contact the school principal or the school administration by telephone or in writing. The school may require verification of identity and specification of what information is required. The school may charge a fee to cover the cost of verifying the application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the school will advise the likely cost in advance. If the school cannot provide access to that information, we will provide written notice explaining the reasons for refusal.

There may be circumstances where the reason for refusal is not provided, if doing so may breach the privacy of another person.

## **Consent and rights of access to the personal information of students**

The school respects every parent/guardian/carer's right to make decisions concerning their child's personal information.

Generally, the school will refer any requests for consent and notices in relation to the personal information of a student to the student's parents/guardians/carers. The school will treat consent given by parents/guardians/carers as consent given on behalf of the student, and notice to parents/guardians/carers will act as notice given to the student.

Parents/guardians/carers may seek access to personal information held by the school about them or their child by contacting the school principal or the school administration by telephone or in writing. However, there may be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the school's duty of care to the student.

The school may, at its discretion on the request of a student, grant that student access to information held by the school about them, or allow a student to give or withhold consent to the use of their personal information, independently of their parents/guardians/carers. This would normally be done only when the maturity of the student and/or the student's personal circumstances warrant it.

## Complaints

### Complaints

If parents/guardians/carers wish to complain that the school has interfered with their privacy because of an alleged breach of the Australian Privacy Principles, they should contact the school principal in writing at:

**Damien Schuster**

**St Anthony of Padua Primary School**

**Wilson Road,**

**MELTON SOUTH VIC 3338**

**Email: [office@sameltonsth.catholic.edu.au](mailto:office@sameltonsth.catholic.edu.au)**

The school will investigate the complaint and will notify the parent/guardian/carer of the making of a decision in relation to the complaint as soon as is practicable after it has been made. If the parents/guardians/carers are not satisfied with the school's decision they may make a complaint to the Office of the Australian Information Commissioner (OAIC) whose contact details are:

GPO Box 5218, Sydney, NSW 2001

Telephone: 1300 363 992 An online privacy complaint form is available from [www.oaic.gov.au](http://www.oaic.gov.au).

## VIRTUAL SCHOOL TOUR

Please scan the code below:





**ST. ANTHONY'S PRIMARY SCHOOL ENROLMENT ZONE**

NOTE THAT STRICT ZONING RESTRICTIONS APPLY. IF YOUR RESIDENCE IS ON THE BORDER OF THIS CATCHMENT PLEASE CONTACT THE SCHOOL TO CHECK ZONING.

